



Make a Difference

**MAINE**

State Government

- Public Service
- Career Diversity
- Over 10,000 Employees
- Statewide Locations
- Benefits
- Retirement
- Paid Holidays
- Training
- Career Path
- Promotional Opportunities
- Part Time
- Full Time
- Seasonal Jobs

#### HOW TO APPLY

Clicking on the **APPLY NOW** link next to the job title on the Open Competitive Listing will bring you to the online application process.

#### ADDITIONAL INFORMATION

Your application evaluation results will be emailed to the address you use to login to your online account.

Qualified applicants will be placed on an Employment Register for this classification.

*The Bureau of Human Resources reserves the right to use any scoring methods necessary to identify the most qualified candidates.*

## Career Opportunity Bulletin

### SECRETARY ASSOCIATE-LEGAL

OPTION: ATTORNEY GENERAL

**Code:** 656002

**Pay Grade:** 17 (\$14.17 - 19.85/hr.)

**Open for Recruitment:** June 26, 2014 – July 16, 2014

#### JOB DESCRIPTION

The Attorney General's Office, Criminal Division has an anticipated vacancy in Augusta. You will provide support for the homicide prosecutors, financial crimes attorneys and Sexual Offender Registry and Notification Act (SORNA) attorneys.

#### Typical Duties

- Prepare discovery books, duplicate CD's/DVD's, assist with trial preparation for Assistant Attorneys General;
- Prepare discovery for defense counsel in criminal cases
- Prepare subpoenas and other paperwork in anticipation of trial;
- Prepare extradition paperwork;
- Draft pleadings, letters, briefs and other trial related correspondence;
- Assist attorneys in trial preparation

#### MINIMUM REQUIREMENTS

In order to qualify, you must have training, education or experience in office and administrative support work that demonstrates 1) competency in applying a solid knowledge of the principles and practices of office processes and administrative functions to perform complex secretarial support tasks and 2) the ability to use independent judgment, initiative, and discretion to make determinations on varied matters.

***Preference will be given to candidates with criminal law and prosecution experience.***

**Value of State-paid Dental Insurance: \$13.13 biweekly**

**Value\* of State-paid Health Insurance:**

- Level 1: 100% State Contribution (employee pays nothing): \$375.10 biweekly
- Level 2: 95% State Contribution (employee pays 5%): \$356.35 biweekly
- Level 3: 90% State Contribution (employee pays 10%): \$337.59 biweekly
- Level 4: 85% State Contribution (employee pays 15%): \$318.84 biweekly

\*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2014.

**Value of State's share of Employee's Retirement: 16.17% of pay.**

*Maine State Government is an Equal Opportunity/Affirmative Action Employer*